

**POSITION:** *FUNCTIONAL FAMILY THERAPIST*  
**DEPARTMENT:** *ROBERT J. KINSEY YOUTH CENTER*  
**WORK SCHEDULE:** *HOURS WILL VARY*  
**JOB CATEGORY:** *PAT-PROFESSIONAL*

**DATE WRITTEN:** *11/06/2009*  
**UPDATED:** *10/02/2015*

**STATUS:** *Full-time*  
**FLSA STATUS:** *Non-Exempt*

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The FFT Therapist functions as a member of a Functional Family Therapy team to deliver therapy to referred clients in the home and in a clinical setting. The interventions are multi-faceted with a strict adherence to the FFT model. Collaboration is an essential component to the overall duties as the therapist will be collaborating with several other agencies such as; schools, probation, youth center personnel, DCS case managers

**DUTIES:**

Becomes trained and certified in providing FFT according to FFT Associates Model within time frame allowed; attends scheduled trainings, supervision and completes required assignments (fully certified within two years, shows steady progress during this time)

Adheres to Functional Family Therapy service model and complies with Quality Assurance standards of performance

Tracks and provide billing information to Administrative Assistant by the third of each month

Drafts and submits monthly progress reports to placing agents by the tenth of the month

Drafts treatment plans for each case by third session

Attends weekly staffing/supervision

Maintains full time status by working 35 hours a week

Maintains daily office hours to meet with team and remain abreast of clinical needs of youth center

Provide support to the Clinical Supervisor as designated

Assess intake paperwork and establish supervision levels for youth center in absence of Clinical Supervisor

Provides direct treatment to youth and families according to concepts and expectations of Functional Family Therapy (FFT) utilizing CFS to its fullest potential.

Services will include traveling to meet families in their homes and throughout the community as indicated by their need.

Maintains a flexible schedule in order to meet with families when they are available.

Maintains accurate, confidential, complete, and current records for each youth in accordance with the established FFT procedures for records and the Department of Child Services.

Acts as a consultant on case and treatment planning.

Makes effective use of supervision from an identified FFT supervisor in order to maximize positive outcomes and to maintain fidelity to the FFT model.

Assesses the youth's and family's current status and need for specific services to enhance youth's academic, family and community functioning.

Participates in multi-disciplinary teams, family support teams, and program development.

Exercises sound judgment in potentially stressful situations.

Must track and prepare data for outcome measures  
Perform other duties as assigned.

**SKILLS:**

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write comprehensive reports to court officials and other professionals. Ability to communicate effectively and clearly with a wide variety of individuals with various levels of education. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

**EDUCATION:**

The requirements for providing direct counseling/therapy are as follows:

Master's or Doctorate degree with a current license issued by the Indiana Behavioral Health and Human Services Licensing Board as one of the following: 1) Social Worker, 2) Clinical Social Worker, 3) Marriage and Family Therapist, 4) Mental Health Counselor 5) Marriage and Family Therapist Associate and 6) Mental Health Counselor Associate.

Master's degree with a temporary license issued by the Indiana Behavioral Health and Human Services Licensing Board as one of the following: 1) Social Worker, 2) Clinical Social Worker, 3) Marriage and Family Therapist, 4) Mental Health Counselor 5) Marriage and Family Therapist Associate and 6) Mental Health Counselor Associate within 90 days of providing services under this contract (Please note: In order to obtain a temporary permit, the individual must register for the exam) and,

- a. 2 years related clinical experience, or
- b. completion of the DCS approved training program

Note: In order to obtain a temporary license, the individual must first register for the licensure exam and may have additional requirements for temporary license. Please contact the Indiana Professional Licensing Board for additional instructions for obtaining a temporary license.

Master's degree in a related human service field plus 2 years related clinical experience and working under a DCS Community Based Contract on July 1, 2015.

Note: Individuals who hold a Master's degree that is applicable toward licensure, must become licensed as indicated above.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk or hear. The employee is frequently required to stand, walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

Duties are performed mostly in an environment with moderate noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES\_\_\_\_\_ NO\_\_\_\_\_

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Applicant/Employee signature

\_\_\_\_\_  
Date